



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

<b>FOR AGENCY USE</b> Application Date 6-20-83 Application Number 73-239	<b>1. Agency Address</b> Georgia Forestry Commission P. O. Box 819 Macon, Georgia 31298-4599	<b>FOR RECORDS MANAGEMENT USE</b> Application Number 73-239-A Date Received JUN 22 1983 Date Completed NOV 2 1983
<b>2. Person to Contact</b> C. Joe Cowart		
<b>Working Title</b> Records Manager		
<b>Telephone Number</b> 912 744-3287		
<b>3. Action Requested</b> a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-239 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void		
<b>4. Dates of Series</b> Earliest 1958 Latest to date	<b>5. Records Series Title (followed by title used in office, if different)</b> Forest Tree Seedling Order and Computer Printout File	
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created?  Change to Item 12: disposition		
<b>7. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to:  Included are:  File is arranged:		
<b>8. Monthly Reference Rate</b> How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?		
<b>9. Annual Rate of Accumulation of Records</b> Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>4 1/2 cu. ft per year original orders</u>		

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                           |
|--------------------------|--------------|-----------------------------------|---------------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.              |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>permanently</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.              |

Attach copy or excerpt of laws or regulations. Explain administrative need.

These files are needed permanently by the Commission to conduct research on tree survival, growth, disease resistance, and spacing.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)  
1958-June 30, 1983:

Add to existing dispositions as per original request: original completed copy -  
cut off files at end of each fiscal year; then hold in current files area five (5)  
years; then retire to State Archives.

July 1, 1983-Present: Hold in current files area until data has been entered into  
computer and annual computer printouts have been retired to Archives; then destroy.  
July 1, 1983-Present - "Seedling Planting Reports (computer printouts)" -- Cut off  
files at end of each fiscal year; then retire to State Archives.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	6/22/83		6/20/83
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
			10-12-83
		State Auditor/Designee	
		Secretary of State/Designee	
		Attorney General/Designee	10-14-83

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RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISIONPAGE  
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313-1524

1. Application Date 2-5-73		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 30 1973 73-239 APR 3 1973	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Forestry Commission The Reforestation Activity P.O. Box 819 Macon, Georgia 31202		4. Person to Contact George Bishop	
				5. Working Title Chief, Forest Admin.	
				6. Tel. No. 746-3531	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1958 to date		9. EXACT SERIES TITLE Forest Tree Seedling Order Files			
10. What function performed resulted in creation of this series  The Reforestation Activity is responsible for producing the needed planting stock for the overall reforestation program - State, public and private - by producing its own seed in its own nurseries and practicing the principles of genetics in agronomic crops and seedlings; seedlings are sold to private land owners and official agencies.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any  Documents relating to the sale of forest tree seedlings to the public and official agencies by the Georgia Forestry Commission.  Included are: unnumbered form "Application for Nursery Stock" providing name and address of applicant, desired delivery details, area to be planted and species of seedling ordered prepared by purchaser and unnumbered form "Forest Tree Seedling Order" prepared by the Commission to advise purchaser of shipping details.  The file is arranged alphabetically by purchaser.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers	24	36	7.5 11.5		
Legal-size File Drawers			In Office(s) In Storage Area(s)		
Card Boxes	75 boxes		By Annual Accumulation This Year's Last Year's Preceding Year's All Prior Years'		
in file shelves			AVERAGE DAILY REFERENCES Once a Day Twice a Month Once a month Once a year		

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

**SEE ATTACHED LIST FOR EXPLANATIONS**

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☒ YES ☐ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☒ YES ☐ NO
- ~~See Question 11~~
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☒ YES ☐ NO
21. Does the record series contain documentation produced as EDP printout? ☒ YES ☐ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. **REQUIREMENTS.** The following requires the files to be kept 5 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER then:

Ranger Copy - hold in current files area 1 year; then destroy.

District Office Copy - hold in current files area 1 year; then destroy.

Nursery Copy - transfer to Local Holding Area (Macon), hold 5 years; then destroy.

Computer Printouts - hold in current files area until publication of Annual Seedling Report; then destroy.

Computer Cards - hold in current files area until placed on magnetic tape; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks)

**(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)**

26. Inventory taken by <i>Joe Coward</i>	Recommendations prepared by <i>Joe Coward</i>	Approved for Division <i>Henry Smith</i>	Date <i>3-5-73</i>	Records Manager's Office <i>Henry Smith</i>	Date <i>2-5-73</i>
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>R. Shirley</i>	Date <i>2/5/73</i>	Dept. of Audits	Date <i>4-2-73</i>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State / Designee <i>William M. Nelson</i>	Date <i>3-30-73</i>	Dept. of Law	Date <i>4-3-73</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>			
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Seal</i>			